

**DIRECTIVE NUMBER 300-13-12**

**DATE:** February 15, 2013

**TO:** All Kansas Department of Labor Employees

**FROM:** Lana Gordon, Secretary of Labor

**SUBJECT:** Jury Duty and Other Required Appearances

**Overview**

KDOL employees who are called for jury duty or for other required appearances will be granted leave with pay according to the provisions of K.A.R. 1-9-8. Employees will not be granted leave with pay in situations in which the employee is called as a witness on the employee's behalf in an action in which the employee is a party.

**Procedure**

- o Employees requesting leave for jury duty or other required appearances should submit the regular [Leave Application](#) form.
- o Employees should give a copy of the court summons or subpoena to their supervisor as soon as it is received.

References: K.A.R. 1-9-8

Replaces: Directive 300-01-04 (Jury Duty or Other Required Appearance)

Questions: Contact HR Director by email [Kyle Williams](#) or at 785-296-5000 ext. 2565.

Lana Gordon, Secretary of Labor

*Signature on file*